OLRS Communication

What? Enhancements

Who? OLRS Professional Users

When? December 4th, 2014

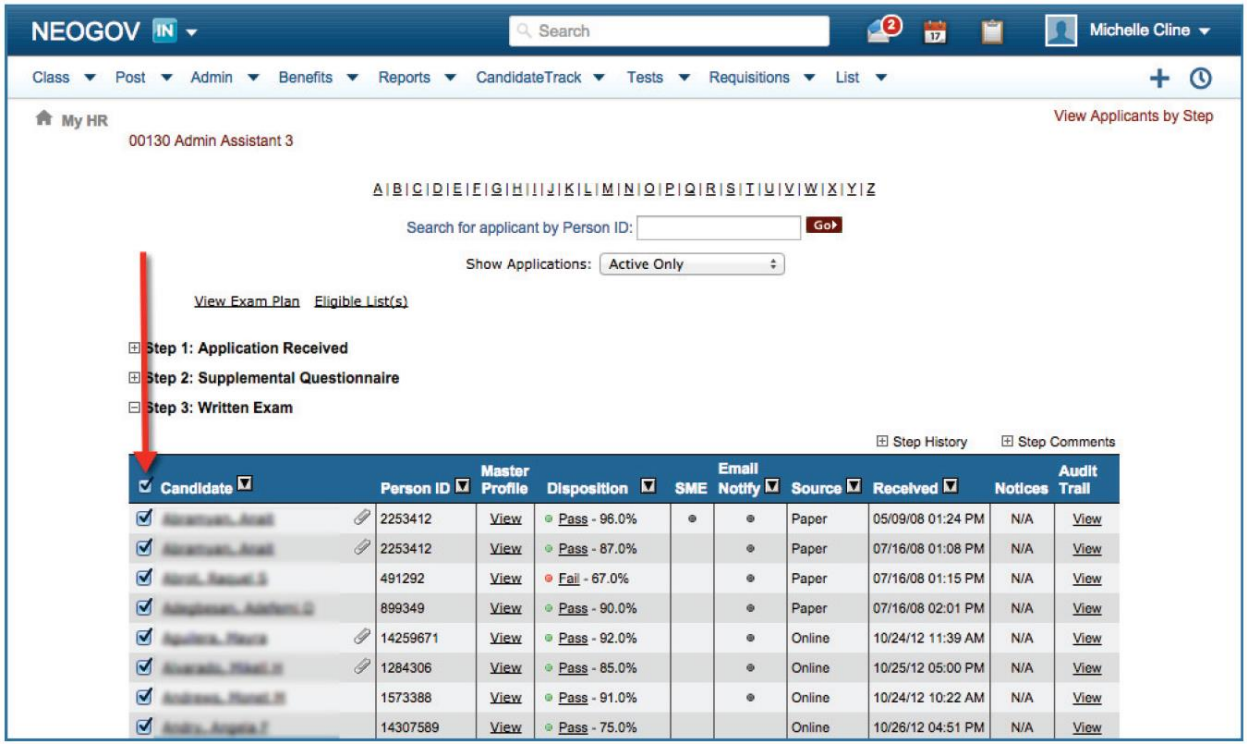
Enhancements:

The following enhancements were released to Insight in the evening of December 4th, 2014. The system was not down during this time.

Select All / Deselect All Option on View Apps by Step

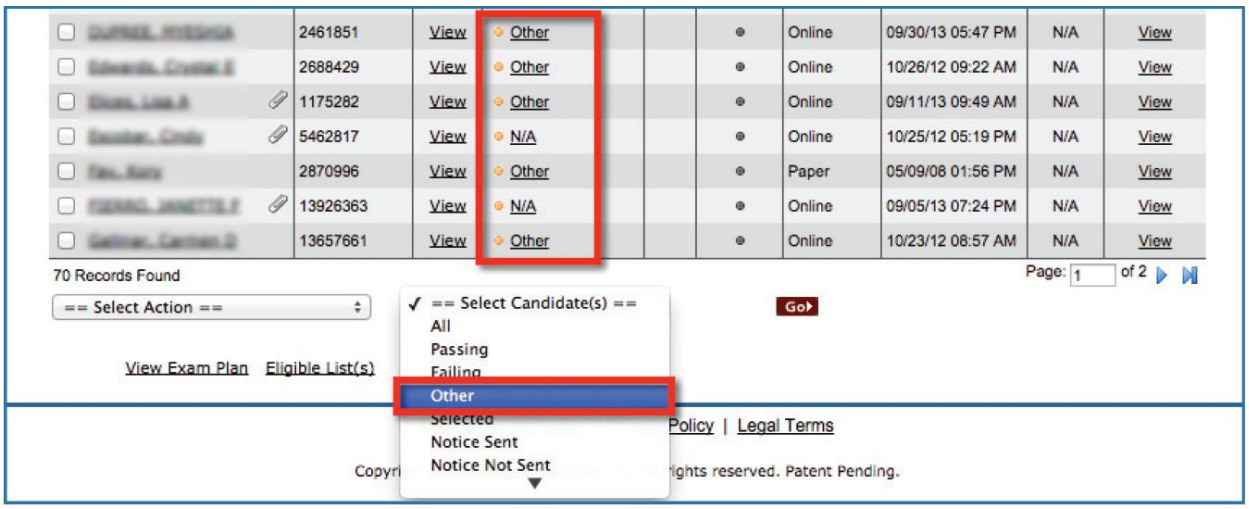
An option to select all or deselect all records has been added to the View Applicants by Step page. This allows users to quickly select all candidates using the checkbox next to the 'Candidate' column heading. Users than have the option to uncheck the box for any applicants for whom they do not wish to perform a particular action. For example, if you want to send notices to all candidates except a few who you are handling differently, this feature would allow you to easily select all candidates from the list and then deselect the ones that you wish to exclude. In the case where you have a large pool of candidates, this can save a lot of extra clicking!

When using this feature, in the Select Candidates dropdown list, use the 'Selected' option.



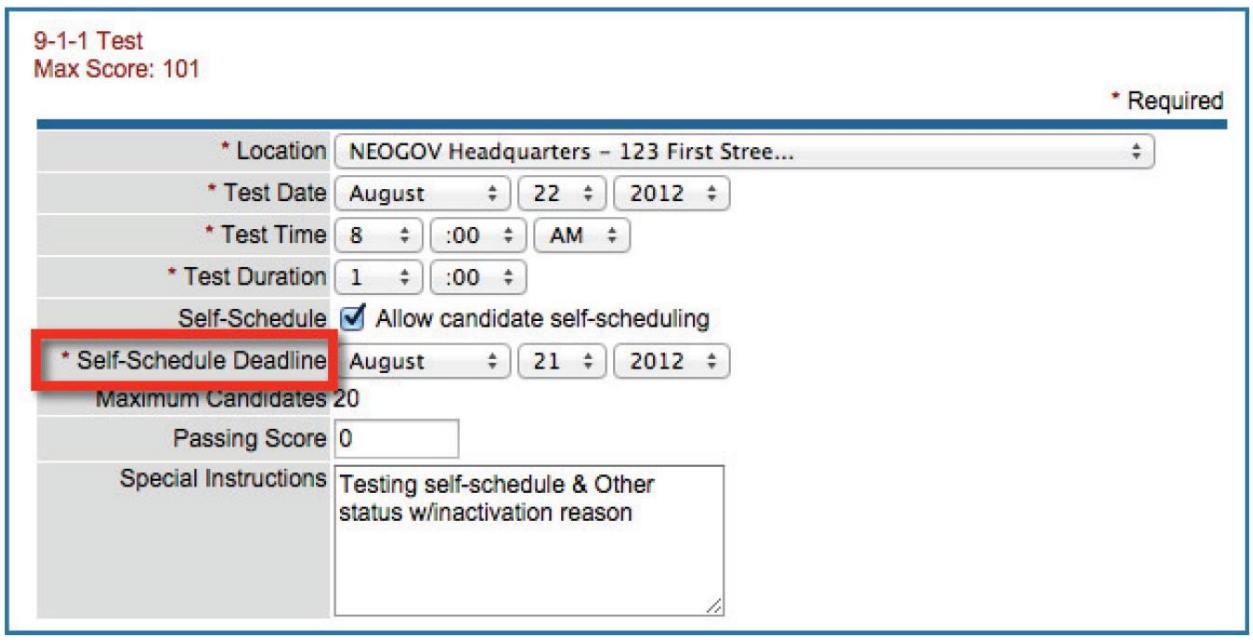
New option of 'Other' for 'Select Candidates'

When using the Pass/Fail evaluation method on a step, users have the option to select Pass, Fail, or Other. With this enhancement, you have the ability to select all candidates with the status of 'Other' in the Select Candidates dropdown list. If you want to perform an action, such as sending a notice, to all of the candidates in the 'Other' status who may be pending some additional information, for example, you could use this option to quickly select all candidates in the 'Other' status.



Test Scheduling – field name update

On the Test Date page for scheduling written exam dates, the label for setting the deadline for applicants to self-schedule for a written exam has been updated from 'Login Expires' to 'Self-Schedule Deadline'.



Additional Information:

From September to the end of November, our job postings were appearing on governmentjobs.com, NEOGOV's job board. We would like your feedback on how your jobs appearing on governmentjobs.com impacted your recruitment efforts. Please send your responses to the following questions to Devonee (devonee.davis@des.wa.gov) by the end of December:

1. Did you have an increase of qualified applicants (meeting any initial screening) during the time period?
   Yes/No

2. Do you feel you were able to certify to the hiring manager more candidates during the time period that had the competencies (knowledge, skills, abilities) need to perform the job than in the past? Or did you have feedback from the hiring manager stating so?
   Yes/No

3. Do you recommend that the state have our jobs appear on governmentjobs.com?
   Yes/No

4. Any other feedback regarding your postings appearing on governmentjobs.com?

REMINDER: All questions or need assistance with the OLRS, contact:

Service Center: (360) 664-6400
Email Contact: servicecenter@des.wa.gov

OLRS Communications are sent to OLRS users with active Insight roles. Want to review past communications? Visit OLRS Notices on the HR website.

NOTE: The state of Washington is working with NEOGOV on two system issues which began on Monday the 8th.

1. **Exam Plans** - Some Insight users are not able to save Exam Plans once they are created. If using IE11, you *may* be able to save an exam plan if you remove neogov.com from your web browser compatibility mode. This is not occurring to all users, so another Insight user at your agency may be able to create and save your exam plan for you.

2. **Send Password Reset** - OHC Liaisons do not have the ability to send a password reset – the "Send Password Reset" link is no longer appearing on the View Department Users page. If the OHC user has already accessed the system, but has forgotten their password, direct them to the log in page and to follow the instructions to reset their password. If the OHC has not accessed the system (first time user) and did not click on the original email to set their password within 24 hours, a new account needs to be created for them. DES system admins do not have the "Send Password Reset" function on OHC or Insight users, either.